

# Republika Srpska Budget Support Program Manager

## PURPOSE AND SCOPE OF POSITION

The Department of Administration and Finance OHR in Banja Luka is currently seeking a qualified candidate for the position of Project Manager. The incumbent will be based in the OHR Banja Luka office and will work closely with local authorities on developing and implementing a comprehensive plan for budget support to the MoRDP. The Program Manager will be responsible for all aspects of the program's financial and political management. They will also conduct negotiations with the MoRDP for securing sound fiscal practice and the fulfillment of conditions placed upon the Ministry. The Program Manager will be responsible for gathering and managing all information concerning the Program.

The scope of work for this position is as follows:

1. Financial Management
2. Negotiation and Facilitation
3. Strategy Development and Planning
4. Information Management

## DUTIES AND RESPONSIBILITIES

## Financial Management

1. Managing USAID grant to the RS Ministry of Refugees and Displaced People
2. Drafting strategies for best use of funds with input from all stakeholders
3. Implementing the Program Supervisor's auditing plan. Developing and implementing a field check plan which meet audit requirements.

## Negotiation / Facilitation

1. Ensuring that the Ministry of Finance, MoRDP and OMIs meet *all Memorandum of Understanding* conditions.
2. Leading ongoing discussions with MoRDP and RS PLIP focal points (FoP) for the proper conditioning of payments
3. Facilitating consensus with UNHCR, OHR and OSCE PLIP FoP coordinators vis-à-vis the FoPs collecting data, reporting and initiating MoRDP Disciplinary Procedures.
4. Negotiating with the MoRDP to hire more OMI staff, particularly those of ethnic minorities.

## Information Management

1. Conducting an information campaign within the International Community, keeping stakeholders informed of all program developments

2. Responding to the information needs of the FoP, RRTF, and USAID
3. Writing regular program summary reports for USAID
4. Reviewing performance reports from the MoRDP and improving the reporting process
5. Gathering PLIP statistics and producing statistics of Program results
6. Gathering, analyzing and reporting on MoRDP Disciplinary Procedures and OMI housing staff status information and

## PROFESSIONAL REQUIREMENTS/QUALIFICATIONS

1. University degree in relevant field
  2. Minimum of 3 years of professional experience in project management
  3. Prior experience in reconstruction and displacement issues
  4. Excellent oral and written English, knowledge of local language is a strong advantage
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1. Excellent inter-personal and negotiation skills

2. Excellent understanding of the MoRDP's Disciplinary procedures and OMIs
1. Solid understanding of the sociopolitical landscape in BiH and the Dayton Peace Agreement

Any person with this overall professional profile who wishes to be considered for the position should submit (in English) a CV and one page cover letter with references to:

Personnel Department  
Office of the High Representative  
Emerika Bluma 1, 71 000 Sarajevo  
Bosnia and Herzegovina

Fax: ++387 33 283 771 E-mail: [application@ohr.int](mailto:application@ohr.int)

Please quote Reference No. 2002/049

Closing date for applications: OPEN UNTIL FILLED

Only short listed candidates will be contacted.

No telephone inquiries please.